



ENCR Scientific Meeting 2021

November 16-18, 2021

Tips to prepare for a Poster Presentation

1. Creating your E-Poster PDF

Please consider the following guidelines when preparing your poster.

- File format: PDF document (.pdf).
- Orientation: Portrait Format, Single-Page
- Please consider integrating the ENCR Scientific meeting branding colors and logo into your poster design.
- Text font: please consider font size that is readable if printed on A4 page
- No sound or video supported
- Before submitting, rename your file as the following: **ENCR2021_first 5 words of your presentation title**.

2. Recording your E-Poster Presentation

In addition to your poster PDF, you are invited to submit a 3- to 5-minute video presentation of your poster. Guidelines for creating your recorded presentation are outlined below.

The video could either include just the sound over the slide presentation or have an inlaid video of yourself while presenting the slides.

If possible, please include an inlaid video of yourself while presenting your slides. This is easily done by recording in Zoom. Instructions for both options can be found below.

2.1 Prepare your slides

Be Succinct!

- For virtual presentations, less is almost always the best
- Your presentation slides are there to help drive your message, not be the message.
- If possible, use the PowerPoint template attached when preparing your slides.
- Use the slides to highlight key elements of your poster presentation.
- Try to keep your slides short and to the point, rather than reflecting your poster word for word.
- Your poster presentation should be no longer than 5 minutes.

Have a visually engaging presentation

- Make use of graphics and photos to illustrate your message.
- Limit transitions and animations as they can be distracting and may cause a lag when streaming or broadcasting.
- Avoid adding small images or text onto a presentation.



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- Do not include everything you could say, just keep the content that you must say.

Make sure you stick to the time!

- Write a script you can follow while presenting and practice a couple of times so that you sound natural and fluid.
- A good rule of thumb is to spend no longer than 2 minutes per slide.
- Your presentation time must not exceed the allocated time of 5 minutes.

2.2 Practice your presentation

Check your connection

- Make sure you have a strong internet connection.
- Make sure there are no other devices connected to the network and no other applications running on your computer during your presentation. Use a hardline connection, instead of Wi-Fi, if possible.

Choose your setting wisely

- Set up in a quiet space with no sound or visual distractions from colleagues, family or pets in the background
- Silence all nearby devices, disable notifications and remove background noise
- Choose a plain backdrop
- For the best video quality, make sure the lighting is in front of you and there are no windows behind

Check your camera and microphone

- Keep your webcam at eye level or slightly above it, and make sure you and your backdrop look professional and inviting with a simple and uncluttered background.
- Make sure you enable HD settings on your camera.
- If possible, use headphones with an attached microphone when presenting

Be Animated!

- Try to avoid being stiff and mechanical
- Consider presenting while standing because you will feel more energized and be able to breathe better.
- If you decide to be seated, sit upright and be close to the camera
- Ensure that mostly your face and shoulders are visible. Your attendees will be more engaged and interested in what you have to say.



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2.3 Record your presentation

Recording with video in Zoom

- Click here to watch a useful video or follow the steps below
- Log in to your Zoom account (free to join), and select “new meeting”
- You should see your webcam on the screen indicating the meeting has begun. You can choose to turn the video feature on/off by selecting the video icon at the bottom of the screen.
- To set up your microphone, click on the chevron next to the microphone icon. From the pop-up list that appears, select the microphone you wish to use. Test your audio to ensure the microphone icon is filling with some green when you speak.
- optimal video recording. You can find this in the Video Settings tab. If your surroundings are in low light, adjust your Video Settings tab as well.
- Before beginning your Zoom recording, open your presentation (PowerPoint, Prezi, or other presentation software) and set it to speaker/presentation mode.
- Once your presentation is being shared on the screen, expand to full screen, and you will be able to advance slides with your mouse, space bar or arrows on your keyboard
- When the presentation expands to a full screen, your video screen will be reduced to a small window. You can reposition this window to wherever you would like it to appear throughout the presentation. You can also change the size of your video screen from small to large. If you choose to use the larger size video screen, be sure that you have designed your slides accordingly. *Remember, the webcam video will appear in the final recording.
- If you need to take a break while recording, select the Pause button. When you are ready to continue resume by pressing Play for a continuous video. When you are finished your recording, press stop and end the meeting.

The recording will automatically save to your computer, locate the file and rename using the provided guidelines.

Recording audio (a voice over) with PowerPoint

- From the PowerPoint Slide Show tab, select the Record Slide Show drop-down arrow, then choose either Start Recording from Beginning or Start Recording from Current Slide.
- A dialog box will appear, select the desired options, then click Start Recording.
- Your presentation will appear in full-screen view. Perform your slide show, make sure to speak clearly into the microphone.
- When you are ready to move to the next slide, click the Next button on the Recording toolbar.
- When you reach the end of the presentation, PowerPoint will close the full-view screen.
- Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a speaker icon in the bottom-right corner.



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3. Are you happy with the quality?

- Have you used the template slides?
- Are your slides complementary to your presentation and can be read clearly?
- Is your audio loud enough? Can your audio be easily heard without increasing your volume to the maximum level?
- Can you hear any background noise (TV, lawnmower, other people talking) that interferes with your presentation audio?
- Is your video showing your face clearly and in good lighting?
- Is your recording no longer than 5 minutes?

4. Let's Submit the PDF and Video

- The submissions will not be edited. Send the file complete and ready- as you wish for it to be played.
- Save the video file output.
- Rename your file as the following: ENCR2021_first 5 words of your presentation title
- Save your presentation under any of the following: MP4, MOV, or AVI. MP4 is preferred for our conference platform.

Please send the pdf and video by e-mail to jrc-encr@ec.europa.eu by **October 31, 2021**, insert ENCR2021_poster presentation in the Subject of the e-mail.

If you have any questions, please email the ENCR Secretariat: jrc-encr@ec.europa.eu